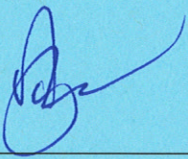


<b>TITLE:</b> <b>Reconcile Financial Accounts with AS400</b>	<b>POLICY NO.:</b> CDLO_108
<b>PURPOSE:</b> When preparing Performance and Financial Reports, it is important to run several reports in AS400, to ensure reporting of expenditures are accurate, and to prepare requests for reimbursement to Grantor.	

1. Expenditures on each Account – report quarterly expenditures
2. Vendor payments – to verify if payment to vendor was made.
3. Accounts Receivable – Receipt of Grantee payment request from Federal Agency

See attached procedures.